

CHELAN-DOUGLAS HEALTH DISTRICT  
200 VALLEY MALL PARKWAY  
EAST WENATCHEE, WA 98802  
(509) 886-6400

JOB DESCRIPTION

JOB TITLE: PHN II - HIV Program Coordinator

SUPERVISOR: Personal Health Supervisor

Salary: Range: \$3,507.91 – \$4,477.07

Required to become a member of the local collective bargaining unit.

GENERAL FUNCTIONS:

Develop, coordinate and maintain case management program and prevention services for HIV+/AIDS clients. Assist in developing a continuum of care for AIDS clients within the community through collaboration with other community agencies.

Work within public health setting to provide HIV education.

TYPICAL WORK:

1. Provide medical case management for HIV+/AIDS clients through:
  - a. Completion of comprehensive assessment of HIV+ clients.
  - b. Development, implementation and revision of service plans for clients.
  - c. Coordination of services for clients.
  - d. Provide advocacy and support for clients.
2. Assist in development of continuum of care within community.
3. Network and coordinate with local providers and agencies to meet needs of HIV+/AIDS clients.
4. HIV counseling and testing of high risk clients in the office and other settings.
5. Assist with implementation of AIDS prevention programs through communication, planning and coordinating, locally and regionally. Attend regional meetings and trainings when offered.
6. Timely documentation, reporting and billing.
7. Assist in other duties as assigned.

MINIMAL QUALIFICATIONS:

1. Valid license to practice as a professional registered nurse in the state of Washington.
2. Eligible to obtain valid Washington State driver's license.

3. Minimum of two years experience in public health, or other community related setting.

**PREFERRED QUALIFICATIONS:**

1. Bachelor of Science degree in nursing from school with NLN accreditation is preferred.
2. Bilingual-bicultural (Spanish) preferred

**SPECIFIC KNOWLEDGE AND SKILLS:**

1. Knowledge of professional nursing principles and concepts of community health nursing.
2. Strong communication skills in oral and written forms.
3. Ability to communicate effectively and work cooperatively with other staff and allied professionals within the community.
4. Ability to work with clients in a supportive manner while establishing clear boundaries.

**Chelan Douglas Health District is an Equal Opportunity Employer**